



**To:** Parents or Legal Guardians  
**From:** Central Enrollment and Pupil Accounting Supervisor  
**Subject:** Affidavit in Support of Application for Enrollment

Affidavits are required when parents or legal guardians are living with a friend or relative who is a Berkley School District Resident; thus, proof of residency is limited. Please complete the affidavit as follows and provide the appropriate proof of residency. For School of Choice families, please have your landlord complete the portion that states "Berkley School District Resident".

1. **Part 1** of the affidavit is to be completed by the **parent or legal guardian**.
2. **Part 2** of the affidavit is to be completed, signed and dated ***in the presence of a Notary Public*** by the **Berkley School District resident**.
3. **Part 3** of the affidavit is to be completed, signed and dated ***in the presence of a Notary Public*** by the **parent or legal guardian**
4. The resident must provide 5 current residency pieces verifying their residence (driver's license showing the current BSD resident address, tax statement **and** property deed/mortgage OR lease and Statement of Landlord, 2 utility bills). See list below.
5. The parent or legal guardian must provide 3 current residency pieces verifying their residence (driver's license showing the current BSD resident address **and** 2 pieces of business communication). See list below.

**Examples of Business Communications:**

- Cable/Satellite TV bill
- Bank statement
- Paycheck stub
- IRS bill or statement
- Auto loan/insurance
- DHS statement
- Phone bill
- Professional license
- Medical bills

## District Residency Affidavit

This form is used for school families for whom the enrolling parent/guardian are not homeowners or renters within the Berkley School District, but are residing with the enrolled child at a legal in-district residency.

I \_\_\_\_\_, hereby acknowledge that I currently reside at \_\_\_\_\_ and sign this affidavit as part of an application to enroll the following student(s) in the Berkley School District.

Student's Name	Student's Birthdate	Student's Berkley School

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FOR BERKLEY SCHOOL DISTRICT RESIDENT AND PARENTS OR LEGAL GUARDIANS

We, the undersigned, have read and understand the District Residency Policy. We agree to notify the Enrollment Office immediately when the children listed here, or either the parent/guardian or legal resident move from the address stated on this application. **We understand that all documents provided are subject to investigation by the District. We understand that falsification of information contained in these documents is a violation of State Law MCLA 750:423, which is a felony, and will:**

**Berkley School District Resident and Parent or Legal Guardian initial below.**

- Result in the child being dropped from enrollment in the Berkley School District. \_\_\_\_\_
- Subject the undersigned to criminal penalties for fraud or perjury. \_\_\_\_\_
- Subject the parent/guardian to tuition charges at the district rate for any time period the child was enrolled in the Berkley School District while not a resident. \_\_\_\_\_

FOR BERKLEY SCHOOL DISTRICT RESIDENT

I, the Berkley School District Resident, state that by signing this document I am a legal resident at this address. I will provide proof of my residency in the form of mortgage/lease, a Landlord Statement (if renting), and two pieces of mail received at this address. I am the legal homeowner:

Yes

No If no, who owns the home? \_\_\_\_\_ Contact # \_\_\_\_\_

Berkley School District Resident Signature	Phone Number	Date

FOR PARENTS OR LEGAL GUARDIANS

I, the parent/guardian of the child/children listed on this form, state by signing this document that I am currently living at the address listed above and I understand that the validity of this documentation may be checked by contacting the homeowner/landlord/tenant at any time.

Parent/Guardian Signature	Phone Number	Date

Signature of Notary Public	County	State